

AQOC

MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT
DISTRICTS

SUBJECT: Data Call: Contracts and Assistance Instruments Paid by Other Disbursing Offices

The DoD Federal Acquisition Regulation Supplement (DFARS) directs that DoD funded contracts assigned to DCMC for administration will be paid by the Defense Finance and Accounting Service Columbus Center (DFAS-CO), with certain exceptions. A significant number of contracts, grants, cooperative agreements and "other transactions" administered by DCMC are paid by offices other than DFAS-CO. These instruments are designated "Other Disbursing Office" (ODO) for payment purposes. Although most ODO contracts and assistance instruments are entered into the Mechanization of Contract Administration Services (MOCAS) system for administration purposes, an indeterminate number are not. In the future, DFAS-CO will no longer enter ODO instruments into MOCAS because these instruments are not covered by DBOF funding. Accordingly, DCMC needs to know the extent to which ODO contracts exist to ensure continuing contract administration support.

In order to determine the size of the ODO input workload, we need your help to identify those ODO contracts and assistance instruments which are not entered into MOCAS. Please canvass each Contract Administration Office (CAO) and obtain the data indicated on Attachment 1 to this letter, Other Disbursing Office Data. The data should reflect status of delegations for each ODO instrument administered by DCMC, but not in MOCAS. Please consolidate the data for all CAOs under your cognizance and submit it to the Business Practices and Contract Payment Team, AQOC, not later than January 17, 1997. Responses should be obtained from each CAO. Please complete a line for CAOs with negative responses by inserting the CAO code, and the word "negative" in the "Issuing Office" block. We would also like to know if CAOs are experiencing any data integrity problems which appear to be specific to ODO contract records already in MOCAS. Those problems should be summarized and provided separately to AQOC.

We appreciate your assistance in this matter. The information obtained from this data call will help to improve the quality of data in MOCAS, and will improve the efficiency and effectiveness of contract management. Questions regarding this data call may be referred to Timothy Frank, AQOC, (703) 767-3431, or e-mail: tim_frank@hq.dla.mil.

ROBERT W. DREWES
Major General, USAF
Commander

Attachment

Prepared by: T. Frank, AQOC, 767-3431, Dec 16, 96
Filename: odo-dta.ltr
File: 830.02a, 2. MOCAS/PROJECT TEAM/ICAS

AQOC _____
AQOA _____
DFAS-CO _____

OTHER DISBURSING OFFICE DATA

Complete the data call using the following format:

COL A, CAO Code: Enter the code assigned to the Contract Administration Office.

COL B, Issuing Office: Enter the name of the office issuing the instrument.

COL C, Number of Instruments: Enter the number of instruments issued by the corresponding Issuing Office.

NOTE 1: For the purpose of this data call, instruments paid via SAAMS are considered to be ODOs.

NOTE 2: Please complete a line for CAOs with negative responses by inserting the CAO Code, and the word “negative” in the “Issuing Office” block.

EXAMPLE

<u>CAO CODE</u>	<u>ISSUING OFFICE</u>	<u>NUMBER OF INSTRUMENTS</u>
DB	DDAS	15
DB	ONR	10
DC	NEGATIVE	0